Home Page https://aca-supp.accela.com/SDDOH/Login.aspx

Step 1 – Select (Register now)

You will need to register for an account prior to completing an application.

You will register an account by clicking on "Register Now"

The following "Account Registration" will open. Please read the disclaimer and place a check in the "I agree to the" before clicking continue registration.

Click Continue Registration ~ The screen will then change to "Account Registration Step 2"

You will need to enter information in all fields that contain an asterisk * as they are required to continue.

The blue question marks are available for you to click on and get more information about what the system is looking for or the requirement for the field.

Home   Create Application

Account Registration Step 2:
Enter/Confirm Your Account Information

* indicates a required field.

Login Information

* User Name: ⑦

FayeRaye

* E-mail Address:

Faye@gmail.com

* Password: ⑦

••••••••

* Type Password Again:

••••••••

* Enter Security Question: ⑦

what is your name?

* Answer: ⑦

FayeRaye

Contact Information
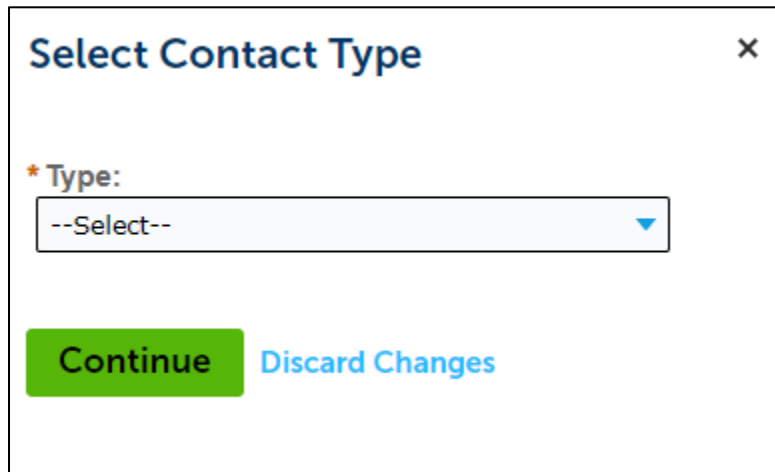
Choose how to fill in your contact information.

Add New

Continue Registration »
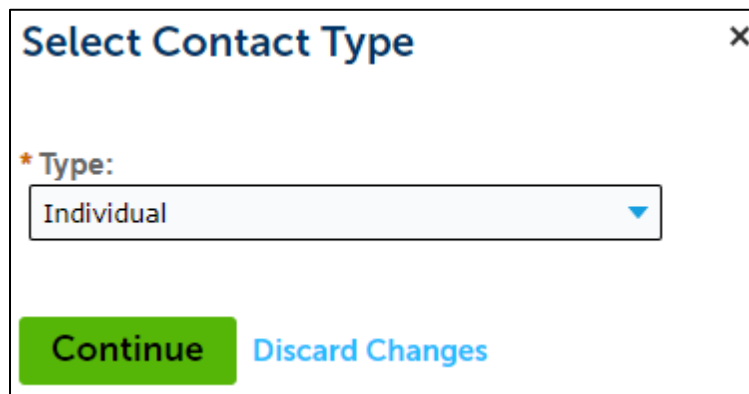
Once you enter the required information on the top part of the screen continue to "Contact Information" and click the "Add New" button.

The following window will open. In the drop down you will have to select "Individual or Organization" for the Type of contact.

Select Contact Type ✕

* Type:

--Select-- ▼

Continue   **Discard Changes**

Once you have selected "Individual or Organization

Select Contact Type ✕

* Type:

Individual ▼

Continue   **Discard Changes**

Click Continue

The following screen will appear – You will have to enter all information where there is an * (asterisk) as it is required to complete the registration.

Contact Information   ✕

*First: Middle: *Last:

*E-mail:

▼ Contact Addresses

Showing 0-0 of 0

Address Type	Recipient	Address	Status	Start
No records found.				

◄ ▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬ ►

Continue   **Clear**   Discard Changes

Contact Information   ✕

*First: Middle: *Last:
Faye   Raye

*E-mail:
Faye@gmail.com

▼ Contact Addresses

Showing 0-0 of 0

Address Type	Recipient	Address	Status	Start
No records found.				

◄ ▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬ ►

Continue   **Clear**   Discard Changes

After completing the required fields click "Continue"

Account Registration Step 2:
Enter/Confirm Your Account Information

* indicates a required field.

Login Information

*User Name: ⑦

FayeRaye

*E-mail Address:

Faye@gmail.com

*Password: ⑦

••••••••

*Type Password Again:

••••••••

*Enter Security Question: ⑦

what is your name?

*Answer: ⑦

FayeRaye

Contact Information

Choose how to fill in your contact information.

✔ **Contact added successfully.**

Faye Raye
Faye@gmail.com
Home phone:
Mobile Phone:
Work Phone:
Fax:
Edit Remove

▸ **Contact Addresses**

Showing 0-0 of 0

Address Type	Recipient	Address	Status	Start
No records found.				

You will see the "Green" check mark and message "Contact added successfully

Click "Continue Registration"

You will receive the following message in green "Your Account is successfully registered"

Home   **Create Application**

✓ Your account is successfully registered.

Congratulations. You have successfully registered an account.

Account Information

User Name: sdfkasdflak
E-mail: askldfjwe@gmail.com
Password: ******
Security Question: What's your ID

Contact Information

asdfasdf asdfasdfsdf

asdfsdaf@gmail.com

Contact Address List
▼ Contact Addresses

Showing 0-0 of 0

Address Type	Recipient	Address
No records found.		

You will now need to go to the top of the page and move over to the "Create Application" Tab and start your application process.